Wilkes University
Environmental Health & Safety Committee By-Laws

I. PURPOSE

Wilkes University has established a cooperative employee/management Safety Committee in order to provide a workplace free from predictable and controllable hazards. The goal of the committee is to adapt a proactive approach in identifying and eliminating potential work-related accidents and injuries. This goal will be achieved through the committee's efforts to raise employee awareness and making recommendations to reduce or eliminate hazards in the workplace.

II. SCOPE

The committee structure will represent all employees of Wilkes University, including Management, Faculty and Staff. Also, salaried and hourly employees both full time and part time.

III. ORGANIZATION

A) Committee Structure

The committee's size can range from as few as seven (7) members to a maximum of fifteen (15) members; an equal number of employer (management) and employee representatives including full and part-time, faculty and staff. In the event of an even number of members, the committee will have more employee members than employer members. Regular attendance and active participation is expected of all members.

B) Officers

The committee will elect a Chair, each committee member having one vote; term for this office will be one year. Duties of the Chair shall be to conduct meetings, schedule inspections and investigations. The Chair will also be responsible to maintain all records relating to actions taken and recommendations made by the committee. The Chair will assign a Recorder from the committee membership. Duties of the Recorder will be to record meeting minutes. Minutes will be distributed to all committee members in a timely manner and posted online for community access. Officers may be elected to concurrent terms.

C) Selection of Members

Committee members may be determined through volunteering or recruitment by employee or employer Committee representatives. These members will be selected from a group of employees recommended by department chairs and/or directors, the Faculty Affairs Council (FAC) or the University Staff Advisory Committee (USAC). The recommended term of committee members will be two (2) years with one-third of the membership rotated out annually on a volunteer basis. Members may be reappointed for concurrent terms. The Departments of Public Safety and Human Resources will always have representation on the committee. In the event that a member cannot fulfill his or her term, a person representing the same group, i.e. Faculty/Management or Staff will be appointed to serve until the end of the member's term.

Revised: July 2014
D) Reporting Structure

The University Environmental Health & Safety Committee reports to the Vice President of Finance & General Counsel.

E) Ex-officio Members

In addition to University employees, advisors will take an active role within the committee. Advisors may include The University’s Environmental Health and Safety consultant, or Insurance/Risk Management consultants. The Vice President of Finance & General Counsel may appoint additional ex-officio members to assist the committee when necessary.

IV. COMMITTEE MEETINGS

A) Meetings will be typically held on the second Thursday of each month at 3:00 PM. For the meetings to be held a minimum quorum must be met (half of the committee plus one). Any changes to the meeting schedule will be communicated to members as soon as possible. The committee chair has the authority and responsibility to cancel or reschedule meetings if necessary and communicating these changes to committee members as soon as possible.

B) Emergency meetings may be called by the Vice President of Finance & General Counsel or committee chair under unusual circumstances.

C) The meeting will follow an established agenda including but not limited to; reading of minutes, accident investigations, safety inspections and suggestions from committee members.

D) Meeting minutes shall be kept by the Recorder. Minutes will include at least the following: members in attendance, members absent, invited guests, ongoing investigations, scheduling of inspections, recommendations, action items, and accident and injury statistics for the previous month.

V. COMMITTEE ACTIVITIES

A) Committee members will be permitted reasonable time during regular working hours to conduct activities related to the committee. All committee members will be paid at their regular salary or hourly rate for time spent on committee related activities.

B) As part of regularly scheduled meetings, the committee will receive regular and periodic training on topics related to employee safety, health, or accident prevention. Additionally, all newly appointed committee members will receive training in accident investigations and safety awareness.

VI. COMMITTEE AUTHORITY

A) The Committee will have the authority to make recommendations directly to the Vice President of Finance & General Counsel regarding processes, policies or procedures related to employee health and safety.
B) The Committee may also make recommendations to department chairs and department directors resulting from accident investigations and safety inspections. All corrective actions taken as a result of the committee’s recommendations will be documented.

C) The Committee is responsible for establishing a program of inspections of workplace safety and health hazards on a regular basis. Formal inspections will be documented and included in the agenda of monthly meetings.

VII. SUMMARY OF COMMITTEE ACTIVITIES

- Accident Investigation
- Analysis of Safety Program
- Safety Inspections
- Addressing Safety Complaints and/or Concerns
- Training Needs
- Promote Safety Awareness
- Review of personal protective equipment requirements

VIII. CHANGES TO BY-LAWS

A) Committee by-laws are subject to review and modification as needed, with final approval made by the Vice President of Finance & General Counsel.
Wilkes University
Environmental Health & Safety Committee Policy Statement

The University is committed to providing a safe and healthful workplace, through the use of a proactive safety program. The safety committee organization is the first stop in achieving our goal. The safety committee organization is charged with the responsibility of working to reduce employee accidents and injuries. Committee activities will include:

- Review all accident investigation reports
- Review all existing and newly created safety programs
- Review all safety related training materials
- Actively participate in the design, development, and implementation of safety and related programs.

The safety committee will meet on a monthly basis. Part of that work will be to facilitate inspections of campus areas to further ensure safe working conditions are maintained. The goal of this committee is not to enforce rules but to assist in the identification and correction of potentially dangerous acts and conditions.

Aside from their duties within the committee meeting structure, members should be willing to avail themselves to other employees who may have questions, concerns, or suggestions that are safety related.

All employees are encouraged to participate in the committee. Input and participation will help strengthen the committee organization and will result in a strong, proactive safety program. I expect full cooperation and participation in this vital program. I believe by working together, we can eliminate work related injuries.

[Signature]
Loren D. Prescott, Jr.
Vice President, Finance & General Counsel

Date: 9/26/2014